



## CAREER OPPORTUNITY

### Assistant Special Counsel Jefferson City, Missouri

The Department of Social Services, Division of Legal Services has an opening for an Assistant Special Counsel for the MO HealthNet Division (MHD). This is an exciting opportunity for an attorney seeking experience in healthcare law and public policy administration. The primary duties of this position include providing legal advice and representation to MHD in the administration of all of the Medicaid programs that they administer. The duties will include: providing legal advice and representation to MHD and Department staff; assisting MHD's staff in preparing for administrative hearings; representing MHD in administrative hearings on a variety of different issues; drafting policy and administrative regulations; drafting and reviewing contracts; drafting proposed legislation, fiscal notes and bill reviews; assist in managing complex healthcare litigation including assisting with discovery; researching federal and state healthcare regulations that affect the Medicaid program; assist in training MHD personnel on pertinent legal issues involving the administration of MHD's programs, including the Health Insurance Portability and Accountability Act (HIPPA); and assist in Sunshine requests, litigation holds, and discovery requests. This position is unclassified, exempt from State Merit System provisions.

**QUALIFICATIONS:** The candidate must be a member in good standing of the Missouri Bar. In addition to having excellent research and writing skills, preference will be given to lawyers who have experience practicing in the area Medicaid and public benefits law, poverty law, administrative law, Health Care law, creditor's rights, administrative law and insurance law.

**SALARY RANGE:** \$50,000 - \$55,000, Annually

**BENEFITS:** You and your family will have access to a range of benefits designed to make your career with DSS very rewarding. We offer an excellent benefits package including coverage under the Missouri State Employees Retirement System, Missouri Consolidated Health Care Plan, deferred compensation plan, sick and annual leave, insurance benefits and more. This position may also entitle you to participate in the Public Service Loan Forgiveness Program.

**TO APPLY:** The deadline to apply is August 15, 2018. Submit a resume, cover letter, DSS Application <https://dss.mo.gov/hrc/pdf/mo886-1315.pdf> and three references via email to: [DLS.ReferralsJC@dss.mo.gov](mailto:DLS.ReferralsJC@dss.mo.gov), or

Department of Social Services/Division of Legal Services  
Barbara Tomblinson  
PO Box 1527, Jefferson City, MO 65102-1527  
Or Email: [Barbara.Tomblinson@dss.mo.gov](mailto:Barbara.Tomblinson@dss.mo.gov)

Applicants will not be considered without cover letter, resume, and application. Additional information concerning the division can be found at <http://dss.mo.gov/dls/>. Information about DSS, visit our website at <http://www.dss.mo.gov/>.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**